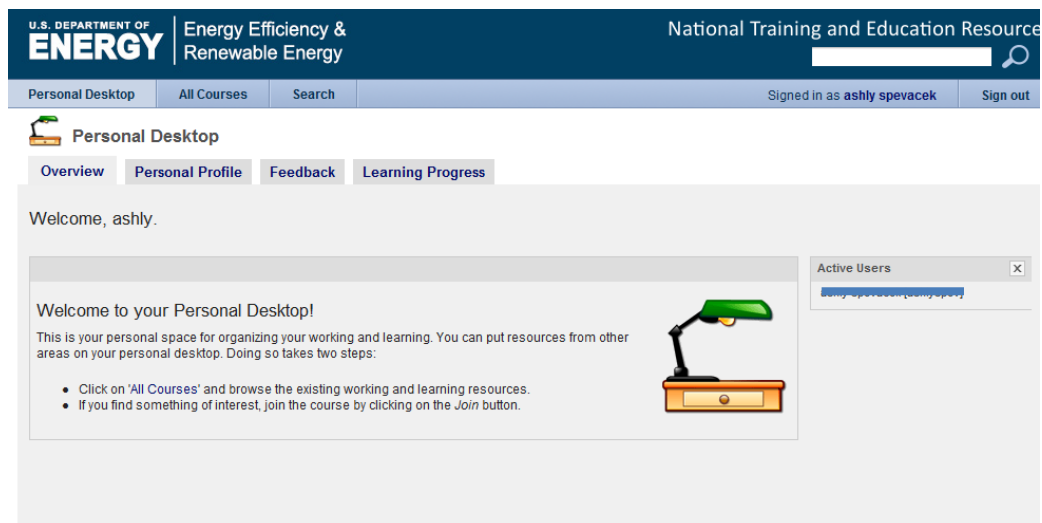


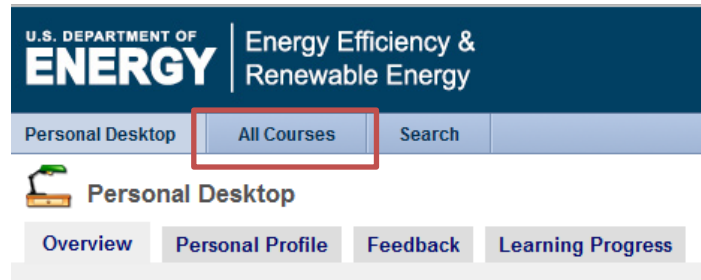
How to Access the Learning Management System

Users are required to register on the Learning Management System (LMS) in order to access trainings posted on the site. Below is a step by step explanation of how to register for an account on the LMS.

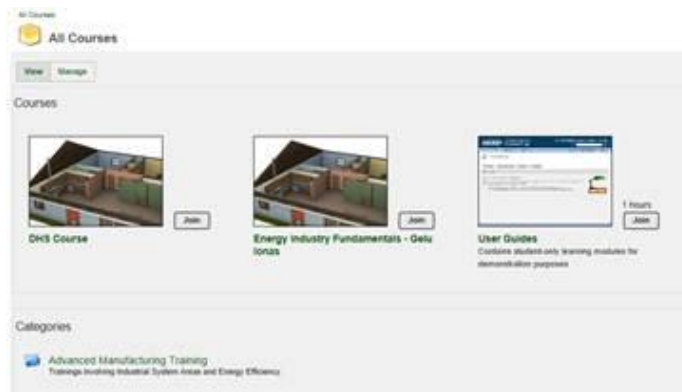
1. Go to <https://trainingportal.ee.doe.gov/sen>
2. On the right of the screen you will see a box that says “Not yet a member?” In this box, click the button that says “Create an Account.”
3. Next you will be brought to the New Account Registration page. Fill out the required information on this page and select “Register”.
4. An email will be sent to the address listed on the registration form. A link will be provided in the email to activate your account. Registrants are required to activate their account within one day. Otherwise, the complete registration process will have to be restarted.
5. After you activate your account, you will receive an email with your initial password. Go back to <https://trainingportal.ee.doe.gov/sen> and log in using your newly created account username and initial password.
6. Once logged in, you will be directed to your “Desktop”



7. To search for related AMO courses select “All Courses” in the menu at the top of the screen.



8. Then select the **Advanced Manufacturing Training** folder



9. Available courses will appear under this folder. The folder is organized by system areas.

You will also find under the “All Courses” section a “User Guides” folder. This folder contains trainings to help you understand the Learning Management System and is recommended for first-time users.